

Personal Services Account Summary (Form PS-1)

DESCRIPTION: Form PS-1 is used to list each account that contains Personal Services and Annual Increment, and the amounts budgeted for each.

INSTRUCTIONS:

1. Enter Spending Unit name, address and WVFIMS Organization number.
2. Enter Department/Bureau name.
3. Enter the WVFIMS account name.
4. Enter the WVFIMS account number. Verify the FY 2006 account number with the State Auditor's Office account number assignment.
5. Enter the assigned number for the source of funding (01 - General Revenue, 02 - State Road Fund, 03 - Federal Funds, 04 - Appropriated Special Revenue, 05 - Nonappropriated Special Revenue).
6. Enter the total dollar amount budgeted for Personal Services for each account. Verify that this amount agrees with the Personal Services budgeted for the account on the Expenditure Schedule (Form ES-2B, ES-3, ES-3A or ES-3B).
7. Enter the total dollar amount budgeted for Annual Increment for each account. Verify that this amount agrees with the Annual Increment budgeted for the account on the Expenditure Schedule (Form ES-2B, ES-3, ES-3A or ES-3B).
8. Enter the total number of full-time equivalent (FTE) positions for each account. Do not include the FTE's of employees in "T" (temporary) positions.

ADDITIONAL INFORMATION:

1. Attach Form PS-1, FY 2006 Personal Services Expenditure Schedule Account Summary, to the Personal Services Worksheet.
2. The number of total FTE positions includes both filled and vacant positions, but not temporary "T" positions.
3. Form PS-1 can be downloaded from the Internet by going to www.wvbudget.gov/forms.htm.
4. Bold or type in red any new account numbers for FY 2006.